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9 June 1955

Mr. Dennis A. Flinn, Director
Office of Security
Department of State
Washington, D. C.

Attention: Mr. Franklin


Dear Sir:

Reference is made to previous discussions with Mr. Franklin concerning the desirability of placing a safe in the office of Mr. Randolph Higgs, Operations Coordinator, Office of the Under-Secretary of State. Mr. Higgs is the recipient of exchange memoranda between this Agency and the Department of State pertaining to special activities of this Agency. The memoranda represent material which Mr. Higgs desires to have available for reference purposes, but such memoranda are not considered as part of the files of the Department of State and further are highly sensitive and should be available only to those persons specifically approved to have access to such material. At the present time Mr. Higgs does not have a storage facility which would permit the storage of this material without other persons having access to this same storage facility.

Accordingly, it is requested that a safe be made available to Mr. Higgs for the storage of this material. It is further recommended that an inventory of the documents contained in this safe be maintained by Mr. Higgs and that he relate the knowledge of the combination to only those members of his staff who normally have access to such material. In view of the sensitivity of the information involved, it would be appreciated if the above arrangement could be made.

Sincerely,

SIGNED


Deputy Director of Security

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